



Association of Municipalities & Development Authorities (AMDA)

7/6, Sirifort Institutional Area, August Kranti Marg,

New Delhi - 110049

L.No.AMDA/Admin/Outsourcing/02/2024

Dated 10.12.2025

To,

The Interested Firm/Agency,

Sir/Madam,

Sub: AMDA - Invitation for 'Expression of Interest' for selection of Manpower Outsourcing Agency - reg.

1. Association of Municipalities and Development Authorities (AMDA) invites **Expression of Interest** for selection of agency for providing manpower services.
2. The sole purpose of this EOI is to shortlist an agency for providing manpower through outsourcing personnel including the areas of **Multi-Tasking Staff, Housekeeping, Gardener and Electrician cum Plumber** and others category for AMDA as and when required.
3. It is informed that three (03) manpower positions are required for the above-mentioned posts, with one position at each post (except MTS). The number of positions may be increased or decreased based on requirements, at the discretion of AMDA.
4. The General Terms & Conditions for Shortlisting the Agency/Firm:
 - a) **Duration of Engagement:** The initial engagement will be for a duration of 12 months from the date of signing the contract. The engagement may be extended thereafter at the discretion of AMDA, subject to fulfillment of the laid-out criteria.
 - b) **Financial Commitment:** There will be no financial commitment from AMDA until and unless the manpower is deployed within AMDA.
 - c) **Location of Agency/Firm Office:** The Agency/Firm must have its office located within the National Capital Region (NCR).
 - d) **Required Documents and Registrations:** The Agency/Firm must have the following valid registrations and documents:
 - i. Registration under the Provident Fund (PF) Act
 - ii. Registration under the Employees' State Insurance Corporation (ESIC) Act
 - iii. Registration of Current Labour License
 - iv. PAN/TAN Registration
 - v. GST Registration
 - vi. Any other relevant statutory registration/document as per applicable laws.

- e) **Compliance with Labour Laws:** The Agency/Firm shall abide by and comply with all relevant laws and statutory requirements covered under various Labour Acts, Minimum Wages Act, EPF, ESI, Leave provisions, and other applicable legislation with regard to the personnel engaged and deployed.
- f) **Experience:** The Agency/Firm should have a minimum of three (3) years' experience in similar work with Government offices, PSUs, or reputed corporate organizations.
- g) **Financial Turnover:** The Agency/Firm's annual financial turnover during the last three (3) financial years should be more than Rs. 10.00 Lakh.
5. Agencies/Firms interested in providing the above-mentioned manpower services are required to submit their EOI proposals in the attached forms (Annexure 1 & Annexure 2), based on the Minimum Wages Act of the Government of NCT of Delhi. The proposal should be submitted in a sealed envelope addressed to:

The Director cum Secretary, AMDA

7/6, Siri Fort Institutional Area,
August Kranti Marg,
New Delhi - 110 049

The EOI must reach the above address latest by 24.12.2025.

6. The successful bidder (L1 bidder) will be required to submit a Bank Guarantee of Rs. 15,000/- as part of the contract agreement, which shall be refunded upon the satisfactory completion of the contract services.

With regards,

Sd/-
(Dy. Director cum Dy. Secretary)
AMDA



Association of Municipalities & Development Authorities (AMDA)

7/6, Sirifort Institutional Area, August Kranti Marg,

New Delhi - 110049

Application for Expression of Interest for empanelment of Manpower Outsourcing Agency to AMDA

PART-I		
Sr. No.	Particulars	Details to be filled up by the Agency
1.	Name of Agency	
2.	Name of contact person of the Agency	
3.	Designation of the contact person of the Agency	
4.	Contact details of contact person of the Agency	
	(i) Mobile Number	
	(ii) Landline Number	
	(iii) Email Address	
PART-II		
5.	The Firm/Agency registration with GST.	GST Reg. No. _____ <i>Copy of certificate attached Yes/ No</i>
6.	The Firm/ Agency registration with PAN/TAN.	PAN Reg. No. _____ TAN Reg. No. _____ <i>Copy of certificate attached Yes/ No</i>
7.	The Firm/ Agency registered Provident Fund Account No.	P.F. Reg. No. _____ <i>Copy of certificate attached Yes/ No</i>
8.	The Firm/ Agency ESI registration No. in their name.	ESI Reg. No. _____ <i>Copy of certificate attached Yes/ No</i>
9.	The Firm/Agency registered for Contract Labour (Regulation & Abolition) Act, 1970.	Reg. No. _____ <i>Copy of certificate attached Yes/ No</i>
10.	The Firm/Agency experience in work of similar nature with Govt. office/ PSUs/ Corporate of repute.	<i>Copy of certificate attached Yes/ No</i>
11.	The Firm/ Agency Annual Financial Turnover during the last 3 Years, ending 31st March, 2025	<i>Attach copy of Balance Sheet for last 3 Years.</i>
12.	Service Charge	

This is to certify that the above information is true and correct to the best of my knowledge. I further understand that any false statements may result in denial or revocation of the proposal.

Date:

(Name & Signature with seal)
Authorized Signatory



Association of Municipalities & Development Authorities (AMDA)

7/6, Sirifort Institutional Area, August Kranti Marg,

New Delhi - 110049

QUOTATION FORMAT

Name of the Company:				
Particulars	Housekeeping (Unskilled)	Gardener (Skilled)	Electrician cum Plumber (Skilled)	Multi-Tasking Staff (Semi-Skilled)
Minimum Wages (as on 01.12.2025)				
Employer PF Contribution				
ESI Contribution				
Bonus				
Total (Including Wages, PF, ESI, Bonus)				
Service Charges				
Gross Total (Excluding taxes)				
GST (applicable rates)				
Total (Including taxes)				

All abovementioned fields are required to be filled mandatorily.

(Name & Signature with seal)
Authorized Signatory